

**California Department of Transportation
Transportation Planning Grants
Fiscal Year 2009-2010**

SAMPLE PROJECT TIMELINE

Project Title		ACME CAP, Streetscape, Parking & Circulation Plans						Grantee		THE Council of Governments																		
		Fund Source						Fiscal Year 2010/11				FY 2011/12				FY 2012/13												
Task Number	Tasks	Responsible Party	Total Cost	Grant	Local	In-kind	Other	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	Deliverable
1.0	Pre-contracting conference	THECOG/ CT																									Meeting notes	
1.1	RFP Preparation	THECOG	\$500	\$400	\$50	\$50																					Prepare Contract	
1.2	Kick-off Meeting	THECOG/ABC	\$500	\$400	\$50	\$50																					Conduct Kick-off meeting	
	Ongoing Community & Stakeholder Outreach																											
2.1	Promote/Advertise Charrettes	ABC	\$20,000	\$18,000	\$2,000																						Charrettes promotional material	
2.2	Conduct Charrettes	ABC	\$10,000	\$9,000	\$1,000																						Charrettes notes	
2.3	Conduct TAG and CAC meetings	ABC	\$10,000	\$9,000	\$1,000																						TAG & CAC meeting notes	
	Develop Plan Components																											
3.1	Develop Parking Plan	ABC	\$16,000	\$14,400	\$1,600																						Parking Plan	
3.2	Develop Circulation Plan	ABC	\$16,000	\$14,400	\$1,600																						Circulation Plan	
3.3	Develop Streetscape Plan	ABC	\$16,000	\$14,400	\$1,600																						Streetscape Plan	
3.4	Develop Funding Strategy	ABC	\$16,000	\$14,400	\$1,600																						Funding Strategy	
3.5	Provide draft plans to TAG, CAC & public	ABC	\$16,000	\$14,400	\$1,600																						Draft plans and presentations	
	Final Plan Preparation																											
4.1	Prepare final plans based on input received	ABC	\$7,500	\$6,750	\$750																						Final plan(s) for hearing	
4.2	Present final plan at THECOG public hearing	THECOG/ABC	\$7,500	\$6,750	\$750																						Present plan(s) to THECOG at public hearing, meeting minutes	
	Administration																											
5.1	Project monitoring & contract management	THECOG	\$7,000	\$6,300	\$350	\$350																					Monitoring project and contract management	
5.2	Submit Info for Quarterly reports	THE COG	\$0	\$0	\$0	\$0																					Project status information	
5.3	Fiscal management	THECOG	\$7,000	\$6,300	\$350	\$350																					Invoices	
	TOTALS		#####	\$134,900	\$14,300	\$800	\$0																					

This sample timeline is for illustrative purposes only. Your scope of work and timeline may include different tasks under different headings.